

Municipal Budget Notes — FY 14/15

1-25 Library

Budget Line Item

101 Full Time Salaries

Salaries for all full-time library staff are included in this line item. A 2.5% base factor is included for potential salary increases in accordance with the compensation ordinance.

102 Part Time Salaries

Salaries for all part-time library staff are included in this line item. A 2.5% base factor is included for potential salary increases in accordance with the compensation ordinance. An additional \$9,882 has been requested for an additional part time position, 20 hours per week. A grant paid for this position during the current year.

End of the year estimate in this line item is over budget by \$1,000 due to grant received from the Nebraska Library Commission for the Summer Intern Program.

104 FICA

This is a mandatory withholding match that is a fixed percentage of salaries. An increase is requested based on additional health care benefits for three part time staff members. An additional \$756 has been requested for the potential addition of a part-time staff member.

105 Insurance

This line item funds the City's portion of health, dental, life and disability insurance for employees. In an effort to keep health insurance rates at a manageable level, changes were made this past year to the way this benefit is funded. The City took on a portion of the liability, which resulted in lower premiums. Actual savings, if any, will depend on plan usage during a given year. The budget does include a potential 5% increase in insurance premiums, but we are hopeful this new funding mechanism will help us better keep insurance costs under control.

107 Civilian Pension

This line item funds the City's portion of employee pension contributions.

201 Office Supplies

This line item supports general library supplies (copy paper, envelopes, library cards, processing materials, security strips for materials, toner for the copy machines and printers) as well as supplies for all story times, teen and adult programming, and crafts. Funding requested is an overall decrease is shown.

The year-end estimate is over budget due to multiple grants that were received during the year including a \$1,000 grant from YALSA/Dollar General for Teen Read Week, a \$2,700 Youth Excellence Grant for a Teen Media Club, a \$2,000 grant from the Bellevue Home School Group, a \$3,000 grant from the La Vista Community Foundation, and a \$500 grant from the Eastern Library System.

201.01 CD Rom/Electronic

This line item includes funding for twelve library database subscriptions. All of the existing databases see substantial use or are essential for library cataloging.

202 Books and Periodicals

This line item funds all book and periodical purchases in all collections including books, adult, teen and children's books, reference books, large print materials, fiction and non-fiction titles. The current age of the print collection averages at 2006 (median age of 2006) both of which are below the ideal age of 2010. An ongoing \$5,000 increase requested to maintain books and periodicals.

Year-end estimate is over budget due to grants from Stowe Memorial (\$1,075) and the La Vista Community Foundation (\$500).

203 Food

This line item funds refreshments and snacks throughout the year for the Children, Teen, and Adult programming. Funding requested is a slight decrease from last year.

211 Programming

This line item will fund adult programming including a winter reading program for adults. Funding requested is a slight decrease from last year.

Year-end estimate is over budget due to grants from the La Vista Community Foundation for the Civil War 150 Exhibition Event in the amount of \$1,895.50.

212 Media

This line item funds the CD audio books including the electronic, downloadable audio books through Overdrive, DVDs, children's audiovisual kits, and music CDs. An ongoing increase of \$3,500 requested to fund Freegal Music.

Year-end estimate is over budget due to the fact that a trial subscription to the Freegal Music program was made available and purchased but it was not included in the current budget.

213 Summer Reading Program

This line item funds the supplies, prizes, speakers, programs, and float materials for the children and teen summer reading programs. For the past four years, patrons have requested extending the Summer Reading Programs through mid-August or until school starts. Funding requested is a slight decrease from last year.

301 Postage

This line item supports the library's mailing of weekly overdue notices, books for the book clubs, and inter-library loan mailings, as well as the Library's portion of

the City quarterly newsletter postage. Funding requested is a slight decrease from last year.

- 302 Telephone**
This line item supports all telephones within the library as well as the fax machine. A slight increase is requested based on the budgetary information provided by Metropolitan Community College.
- 304 Utilities**
An increase is requested based on actual expenditures and a 3% overall cost increase.
- 306 Rentals**
This line item funds the lease payments for the staff copier/scanner/fax machine as well as the public copy machine. Funding requested at same level as last year.
- 307 Car Allowance**
This line item funds the car allowances for the director and assistant director. Funding requested at same level as last year.
- 309 Printing**
This line item supports the printing of the City's quarterly newsletter and any other printing charges billed back to the library. A slight increase is requested.
- 310 Dues**
This line item supports the Nebraska Library Association membership. Funding requested is a slight decrease from last year.
- 311 Travel Expense**
This line item funds all authorized trips and the expenses related to meals, lodging, transportation and miscellaneous incidental costs. Funding is included for staff members to attend the Nebraska Library Association Annual Conference in South Sioux City, NE, for the director to attend the Mountain Plains Library Association Conference in Cheyenne, WY, and for the Assistant Director to attend the Kansas/Missouri Library Association Conference in Kansas City, MO.
- 313 Training Assistance**
This line item funds all training courses and seminar costs for staff attending the Nebraska Library Association Annual Conference in South Sioux City, NE, for the director to attend the Mountain Plains Library Association Conference in Cheyenne, WY, and for the Assistant Director to attend the Kansas/Missouri Library Association Conference in Kansas City, MO.
- 314 Other Contractual Services**
Computer services have been included in this line item in the past and have been moved to a separate budget (26) specifically designated for Information Technology (IT) expenses.

315

Inter-Library Book Loan

This line item reflects expenses for the inter-library loan program. If La Vista Public Library does not want to purchase a book based on need and/or age of the item, patrons can pay a fee that assists in covering a portion of the mailing cost associated with requesting the book from another library. A slight increase is requested due to a \$0.25 transaction fee on each inter-library loan item and an increase in participation in both book clubs.

409

Machine Equipment and Maintenance

This line item supports the licensing for the Apollo automation system which includes cataloging, circulation (including Content Café 2), web page access, the antivirus software for all computers in the library, and 3M security license.

505

Other Charges

This line item covers chair replacement for the library. There are twenty six general leisure chairs in the cycle for replacement. Chairs are showing age and wear. The chairs with the most damage are replaced first. Additionally, one-time funding of \$3,243 is requested to purchase an additional AWE children's computer/early literacy station.

CITY OF LA VISTA

FY 14/15

Staffing Plan

Department: Library

Pay Range	Position/Job Title	FT/PT/ Seasonal	Current Authorized	Requested FY14/15	Projected FY 15/16	Projected FY 16/17	Projected FY 17/18	Projected FY 18/19	Projected FY 19/20
205	Library Director	FT	1	1	1	1	1	1	1
175	Librarian III	FT	1	1	1	1	1	1	1
160	Librarian II	FT	2	2	2	2	2	2	2
140	Librarian I	FT	1	1	1	1	1	1	1
115	Circulation Clerk II	PT	4 @ 2.3 FTE	4 @ 2.3 FTE	4 @ 2.3 FTE	4 @ 2.3 FTE	4 @ 2.3 FTE	4 @ 2.3 FTE	4 @ 2.3 FTE
100	Circulation Clerk I	PT	8 @ 3.7 FTE	9 @ 4.1 FTE	9 @ 4.1 FTE	9 @ 4.1 FTE	9 @ 4.1 FTE	9 @ 4.1 FTE	9 @ 4.1 FTE
100		Seasonal	1	1	1	1	1	1	1

25-LIBRARY

	FY11-12 Actual	FY12-13 Actual	FY13-14 Budget	FY13- YE Estimate	FY14-15 Requested	FY14-15 Recommended	FY15-16 Projected	FY16-17 Projected	FY17-18 Projected	FY1 Projected
PERSONNEL SERVICES										
101 Salaries - Full-Time	252,658.62	259,379.80	262,230.00	262,230.00	275,348.00	275,348.00	280,854.96	286,472.06	292,201.50	298,045.53
102 Salaries - Part-Time	103,785.33	113,938.60	138,641.00	139,641.00	165,992.00	165,992.00	159,111.84	162,204.08	165,598.96	168,580.76
103 Overtime Salaries	219.15	455.12	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
104 FICA	27,136.84	27,923.23	30,667.00	30,667.00	32,998.00	32,998.00	33,657.96	34,331.12	35,017.74	35,718.10
105 Insurance Charges	24,606.03	26,134.30	27,542.00	27,542.00	25,121.00	25,121.00	26,377.05	27,695.90	29,080.70	30,534.73
106 Other Personnel Services	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
107 Pension	15,172.34	15,227.79	15,734.00	15,734.00	17,284.00	17,284.00	17,629.68	17,982.27	18,341.92	18,708.76
109 Self Insurance Expense	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total Personnel Services	423,578.31	437,058.84	474,814.00	475,814.00	506,743.00	506,743.00	517,631.49	528,775.43	540,181.82	551,857.87
COMMODITIES										
200 Interfund Transfers										
201 Office Supplies	8,599.89	12,985.90	11,750.00	20,427.00	9,560.00	9,560.00	10,027.50	10,528.88	11,055.32	11,608.08
201 CD Rom/Electronic	18,837.42	10,396.70	17,444.00	37,444.00	18,316.00	18,316.00	19,231.80	20,163.36	21,203.06	22,283.21
202 Books and Periodicals	59,012.81	54,721.54	62,150.00	63,757.00	61,040.00	61,040.00	64,082.00	67,296.60	70,861.43	74,194.50
203 Food Supplies	1,411.16	1,541.09	2,400.00	2,200.00	2,000.00	2,000.00	2,100.00	2,205.00	2,315.25	2,431.01
207 Janitorial Supplies	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
208 Chemical Supplies	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
211 Other Commodities	690.70	799.89	1,140.00	3,036.00	1,000.00	1,000.00	1,050.00	1,102.50	1,157.63	1,215.51
212 Media	10,934.56	10,126.58	16,808.00	19,573.00	23,100.00	23,100.00	24,255.00	25,467.75	26,741.14	28,078.19
213 Summer Reading Program	3,839.34	3,564.24	5,200.00	5,067.00	5,000.00	5,000.00	5,250.00	5,512.50	5,788.13	6,077.53
Total Commodities	97,325.88	94,115.94	116,892.00	131,504.00	120,006.00	120,006.00	125,006.30	132,306.82	138,921.95	145,688.04
CONTRACTUAL SERVICES										
301 Postage	1,899.08	3,076.64	3,700.00	3,300.00	3,500.00	3,500.00	3,675.00	3,858.75	4,051.69	4,254.27
302 Telephone	302.25	387.22	279.00	362.00	380.00	380.00	399.00	418.95	439.90	461.86
303 Prof Services-Other	105.00	175.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
304 Utilities	67,743.10	66,182.56	70,766.00	71,312.00	74,165.00	74,165.00	77,873.25	81,706.91	85,855.26	90,148.02
305 Insurance and Bonds	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
306 Rentals	6,102.25	4,468.04	6,000.00	6,000.00	6,000.00	6,000.00	6,300.00	6,615.00	6,945.75	7,293.04
307 Car Allowance	1,800.00	1,800.00	1,800.00	1,800.00	1,800.00	1,800.00	1,880.00	1,984.50	2,083.73	2,187.91
308 Legal Advertising	31.35	44.37	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
309 Printing	2,298.21	2,704.20	2,225.00	2,900.00	2,348.00	2,348.00	2,465.40	2,588.67	2,718.10	2,854.01
310 Dues and Subscriptions	349.92	472.84	485.00	415.00	440.00	440.00	462.00	485.10	508.36	534.82
311 Travel Expense	4,324.85	3,167.31	4,683.00	5,143.00	3,855.00	3,855.00	4,047.75	4,250.14	4,462.84	4,685.78
313 Training Assistance	4,724.00	4,654.00	1,990.00	1,990.00	2,300.00	2,300.00	2,415.00	2,535.75	2,662.54	2,795.66
314 Other Contractual Services	4,322.65	11,005.62	15,886.00	15,886.00	0.00	0.00	0.00	0.00	0.00	0.00
315 Inter-Library Book Loan	104.98	185.86	200.00	260.00	225.00	225.00	238.25	248.06	260.47	273.49
316 Internet/Phone	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
320 Prof Services-Auditing	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
321 Professional Services-Legal	355.72	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total Contractual Services	94,463.36	98,323.66	108,014.00	109,368.00	95,013.00	95,013.00	99,763.65	104,751.83	109,589.42	115,488.90
MAINTENANCE										
401 Building and Grounds										
409 Machine Equip & Tool Maint	8,741.00	8,481.00	9,270.00	9,270.00	9,270.00	9,270.00	9,733.50	10,220.18	10,731.18	11,267.74
Total Maintenance	8,741.00	8,481.00	9,270.00	9,270.00	9,270.00	9,270.00	9,733.50	10,220.18	10,731.18	11,267.74
OTHER CHARGES										
500 Donations										
505 Other Charges	665.78	640.31	2,000.00	2,000.00	5,243.00	5,243.00	2,100.00	2,205.00	2,315.25	2,431.01
Total Other Charges	665.78	640.31	2,000.00	2,000.00	5,243.00	5,243.00	2,100.00	2,205.00	2,315.25	2,431.01
CAPITAL OUTLAY										
610 Office Equipment										
611 Computer/Internet/Equ	7,068.04									
618 Other Capital Outlay										
Total Capital Outlay	7,068.04	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL	631,842.37	638,619.75	710,990.00	727,956.00	736,275.00	736,275.00	755,234.94	778,259.05	802,139.82	826,913.57

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